

POSITION ADJUSTMENT REQUEST

NO. 25591
DATE 3/19/2020

Department Employment and Human Services Department No./
Budget Unit No. 0501 Org No. 5101 Agency No. 19

Action Requested: Reassign one (1) position Clerk Specialist Level (JWXB) (represented) from Workforce Services (Dept. 0504) position number 13394 to Administrative/Personnel (Dept 0501) in the Employment and Human Services Department (EHSD).

Proposed Effective Date: 4/1/2020

Classification Questionnaire attached: Yes No / Cost is within Department's budget: Yes No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 51% State, 44% Federal, 5% County

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Bao Tran 608-5027

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Julia Taylor

3/26/2020

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 5/15/2020

Reassign one (1) Clerk-Experienced Level (JWXB) (represented) position number 13394 and the incumbent from Workforce Services (Dept. 0504) to Administrative Bureau's Personnel Unit (Dept 0501)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: Day following Board Action.

_____(Date)

Gladys Scott Reid

5/15/2020

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: _____

DATE

5/20/2020

David J. Twa
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ~~DISAPPROVED~~ XXX

DATE 06-02-2020

David J. Twa, Clerk of the Board of Supervisors and County Administrator

BY June McHuen

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows: